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15 December 1959

MEMORANDUM FOR: Chief, Planning and Review Staff, ORR  
THROUGH: Chief, Industrial Division, ORR  
FROM: Chief, Guided Missile Branch, D/I  
SUBJECT: IBM Runs of Analyst Time Distribution

1. The Guided Missile Branch makes considerable use of the following three IBM runs which are developed from the analysts' weekly time sheets:

- a. Monthly Analyst Report
- b. Monthly Division Project Report
- c. Quarterly Activity Report

The other IBM runs in this general series are not received by the Branch and are only infrequently consulted in the Division office where they are filed.

2. These three IBM runs, however, provide a convenient and useful record of the allocation of analysts' time among the various categories of economic research, as well as the amount of effort, as measured in man-hours, devoted to specific research projects. Such an accurate accounting is necessary for a branch as large as I/GM not only for program planning, but also for assessing and thereby directing the amount of time spent during a given period on specific types of activities.

3. For example, I/GM spends considerably more time on the category "Support and Consultation" than do most other branches in the Economic Research Area. Inasmuch as this time would otherwise be available for project research, an accurate record of it is of key importance. Under the present arrangement, the IBM runs conveniently provide such a record and make it unnecessary for the Branch to maintain its own records. Accordingly, it is hoped that these IBM runs will continue to be available on a regular basis.

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Distribution:

Orig & 1 - Addressee

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